

Instructions for Private Automobile Reimbursement in CityTime (Rev.12/10)

These instructions will navigate an employee user to access and enter his/her private automobile mileage for monthly reimbursement, a manager that approves the mileage and adjustment and an end user that requires departmental mileage and reimbursement information. These instructions assume some familiarity with CityTime.

These step-by-step instructions will show how to enter a vehicle, how to enter daily mileage, and how to create the dollar entry for reimbursement.

The Employee:

First Time User-Enter Your Private Vehicle

1. Log in to CityTime.
2. Click on the Auto Allowance Tab. You will see your employee ID, Name and job information.
3. You need to register your vehicle information. Click on the Vehicle icon.

CityTime 2.1 Date Sat, Feb 20, 2010 PP 4 YR 2010 Logged in as BIELINSKI, JOANN M - 014220 (10)

Enter Time Reports Admin Access Adjustments **Auto Allowance**

014220 BIELINSKI, JOANN M 211 08 4879 ASSISTANT CITY PAYROLL MAN... 97 Feb 2010

Vehicle 999-JJJ

Adjust

| Adj Date | Ern Cd | Amt | Prog | Proj Grant | Ovr |
|----------|--------|-----|------|------------|-----|
|----------|--------|-----|------|------------|-----|

Mileage

LPN M Date Odom St City Mile

Emp App

Mngr App

City Miles 0.0

4. In the window that pops up, enter the license plate, year, make and model of your insured private vehicle that will be used for official city business.

Current registered vehicles:

| LPN | Yr | Make | Model | Def? |
|---------|------|------|---------|------|
| 999-JJJ | 2010 | Ford | Mustang | N |

74 BIELINSKI, JOANN M 014220

License plate 999-JJJ

year 2010

make Ford

model Mustang

Clear Delete

Update Cancel

Create Get

5. Click Create. When complete, close the pop-up window by clicking on the red x or cancel.
6. You may enter up to three private vehicles using the same steps described above. Once the vehicles are created, they are stored in the database for future months. To make one vehicle your default vehicle, right click on one of the current registered vehicles and click on the pop up menu "Set as Default".

Monthly Submissions

Creation of Mileage Entries

1. Assure that the correct month is displayed in the right-hand corner. To change the date, select a day in the month using the date (calendar).


2. Click on the Mileage icon.
3. In the window that pops up, choose the LPN (License Plate Number) of the vehicle you drove. To create a LPN (vehicle), see the previous section.

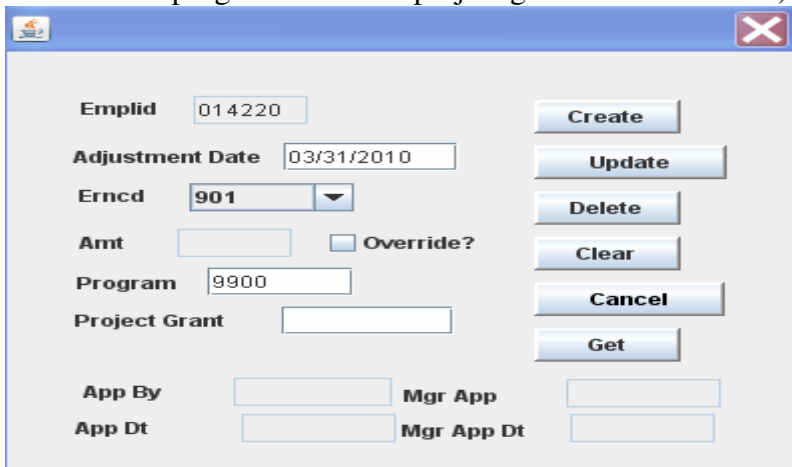
4. In the white boxes, enter the date you used your private vehicle for city business (mileage date), the odometer reading prior to your trip, the number of city miles logged and any private miles you drove during your trip (enter 0 if not applicable).
5. Click Create. When complete, close the pop-up window by clicking on the red x or cancel.
6. Repeat steps 2-5 for to record mileage on different dates.

Creation of Adjustment Entry

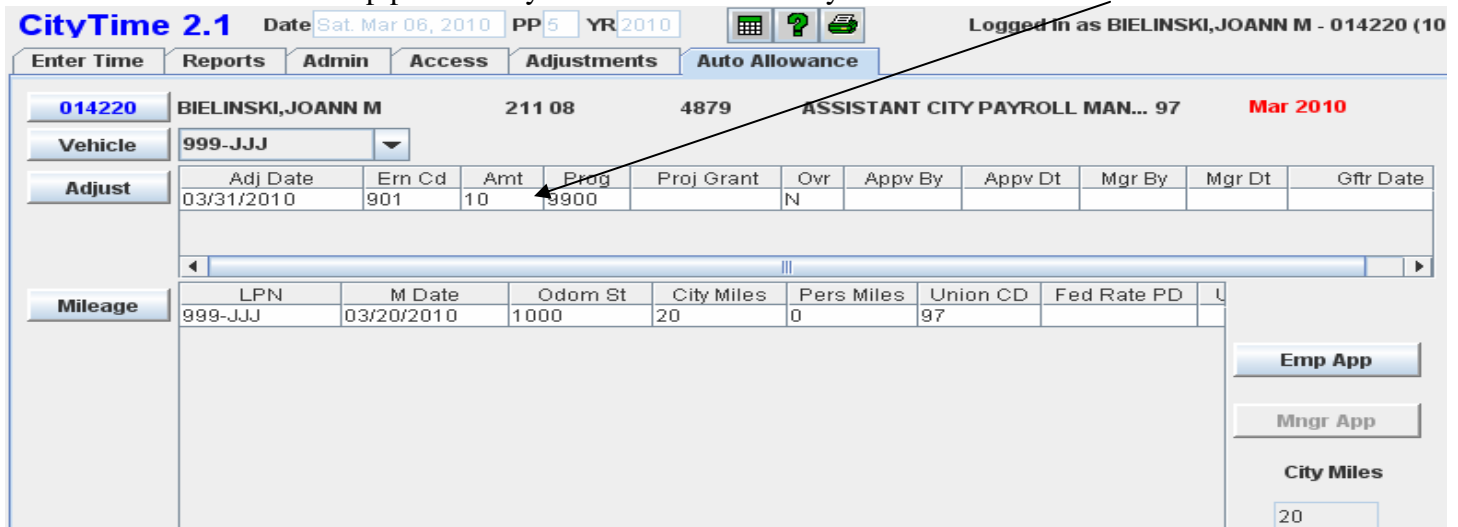
Dollars paid for auto allowance fall into one of three categories; IRS rates only, a combination of contractual minimums and IRS rates, and grandfathered rates. When all miles have been entered for the month, you may create the adjustment entry.

This first section will highlight how to prepare an automated adjustment entry for non-grandfathered rates.


1. Assure you are in the correct month. Click on the Adjust icon .
2. In the pop-up window, the adjustment date should be the last day of the last full pay period for the month in which you are submitting auto allowance for (this is automatic).
3. Enter a valid program code (typically auto allowance entries have a 9900 program code, but occasionally, a different program code or a project grant number is used).




4. Click create.
5. When complete, close the pop-up window by clicking on the red x or cancel.
6. You will notice in the top portion of your screen that an entry for auto allowance dollars was made.

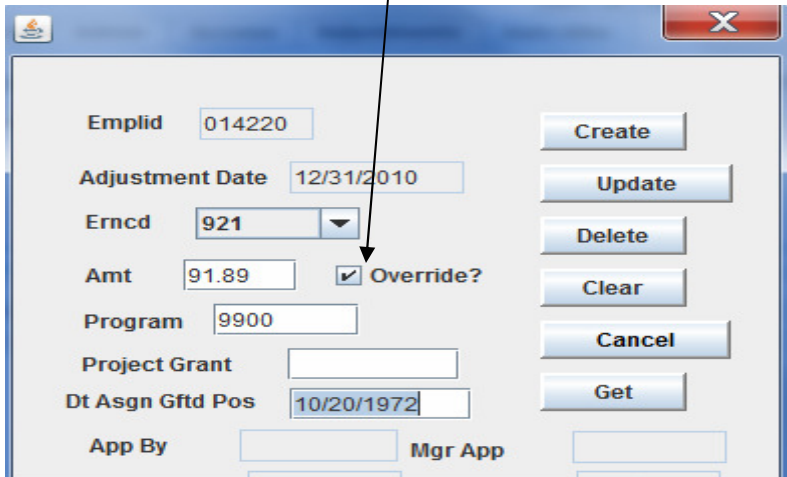


| Adj Date | Ern Cd | Amt | Prog | Proj Grant | Ovr | Appv By | Appv Dt | Mgr By | Mgr Dt | Gftr Date |
|------------|--------|-----|------|------------|-----|---------|---------|--------|--------|-----------|
| 03/31/2010 | 901 | 10 | 9900 | | N | | | | | |

7. If all mileage has been entered and the adjustment dollars appear correct, then click on the Emp App icon  to employee approve your auto allowance for the month. Review the pop-up message. If you agree, click yes. Let the manager that is authorized to approve auto allowance know that your entry is ready to be approved by him/her.

This second section will highlight how to prepare the manual adjustment entry for grandfathered rates. If you fall into one of those employee groups that receive a minimum amount greater than current contractual minimums, then follow these instructions.

1. Assure you are in the correct month. Click on the Adjust icon .
2. In the pop-up window, the adjustment date should be the last day of the last full pay period for the month in which you are submitting auto allowance for (this is automatic).
3. Click on the override check box.



4. Choose the ErnCd (earn code) you want to update (901 or 921).
5. Enter the amount. ErnCd 901 should always be the Federal rate * the total city miles. ErnCd 921 will be the difference between the grandfathered minimum and the federal rate.

For example: Empl 014220 drove 20 city miles. Per his DC48 contract, he should receive a minimum of \$102.09 for auto allowance. The entry to erncd 901's amt will be \$10.20 (20 miles * \$0.51 per mile-2011 rate). The entry to erncd 921's amt will be \$91.89. Total of 901 and 921 is \$102.09.

Note: If the federal mileage amount (miles * \$0.51 per mile in 2011) is greater than your grandfathered minimum, then prepare the adjustment as instructed in the first section of "Creation of Adjustment Entry". No override entry is necessary.

6. Enter a valid program code (typically auto allowance entries have a 9900 program code, but occasionally, a different project number or project grant number is used).
7. Fill in the Dt Asgn Gftd Pos (Date assigned to grandfathered position).
8. Click Create.
9. Repeat steps 1-8 for another erncd.
10. If a mistake is made, the entries completed must be deleted and recreated. Update is not valid for the adjust functionality.

Manager Approvals

1. When an employee's monthly auto allowance has been entered and approved by him/her, you may review

these entries. If you are approving allowances for March 2010, assure your calendar displays a date in March 2010.

2. Please follow the Schedule of Auto Allowance for the earliest/latest dates to approve auto allowance.
3. Choose your employee by entering emplid or choose his/her name from the drop down.

CityTime 2.0 - TE1

CityTime 2.1 Date: Tue Dec 21, 2010 PP 26 YR 2010 Logged in as BIELINSKI,JOANN M - 014220 (10)

Enter Time Reports Admin Access Adjustments Auto Allw.

014220 BIELINSKI,JOANN M 211 08 4879 ASSISTANT CITY PAYROLL MAN... 97 Dec 2010

Vehicle 999-JJJ BIELINSKI,JOANN M

Adjust

| Adj Date | Ern Cd | Amt | Total City Miles | Gftr Date | Ovr | Prog |
|------------|--------|-----|------------------|-----------|-----|------|
| 12/31/2010 | 901 | 10 | 20 | | N | 9900 |

Mileage

| LPN | M Date | Month/Year |
|---------|------------|------------|
| 999-JJJ | 12/03/2010 | DEC 2010 |
| PAYPRO | 12/03/2010 | DEC 2010 |
| PAYPRO | 12/21/2010 | DEC 2010 |

Emp App

Mngr App

City Miles

20

Get Rectangular Area ... Ctrl+R

4. The on-line system calculates the dollars for the employee. These dollars are based on contractual minimums and IRS rates. Most Amts (Dollar Amount) were system generated and are likely correct. Only when the Ovr (override) column says Y should you scrutinize.
5. If you agree that the City Miles (as added by the system with each employee mileage entry) in the bottom right-hand corner appears reasonable based on the data supplied, you are ready to approve as Department Head.
6. Click on the Mngr App icon. Read the message that appears. If you agree, click yes. Note: You cannot approve your own auto allowance entry.
7. To approve a different employee's entry, repeat steps 3-6.

Notes:

1. If you or the employee make any changes to his auto allowance entries, all approvals disappear. Any changes will require the employee and you to reapprove the entry.
2. If the Ovr (override) column says Y, it should only be because an employee is using a grandfathered rate. Please review the contract for that employee. Override should not be used to correct previous month's entries.

Deletions

You may delete an entry in the vehicle, mileage or adjustment areas. These entries may or may not have approvals affixed.

1. Click on the Vehicle, Mileage or Adjust Icon.
2. Move your pop-up window to a comfortable place by clicking and dragging the top blue bar.

The screenshot shows the CityTime 2.1 software interface. At the top, there's a header with 'CityTime 2.1', a date field set to 'Fri. Apr 30, 2010', and user information 'Logged in as BIELINSKI, JOANN M - 014220 (10)'. Below this is a navigation bar with tabs: 'Enter Time', 'Reports', 'Admin', 'Access', 'Adjustments', and 'Auto Allowance'. The 'Adjustments' tab is active. On the left, there's a sidebar with buttons for '014220', 'Vehicle', 'Adjust', and 'Mileage'. The 'Mileage' button is selected. The main area displays a table with columns: 'Adj Date', 'Emn Cd', 'Amt', 'Prog', 'Proj Grant', and 'Ovr'. A row is visible with '04/30/2010', '901', '100', '9900', and 'Y'. Below this, there's a 'Mileage' section with a table showing 'LPN' and 'M Date'. A row is highlighted with '999-JJJ' and '04/01/2010'. A pop-up window is open on the right, titled 'CityTime 2.1'. It contains fields for 'Emplid' (014220), 'LPN' (999-JJJ), 'Mileage Date' (04/01/2010), 'Odometer St' (20), 'City Miles' (20), 'Appv By', 'Appv Dt', 'Pers Miles' (20), 'Union CD' (97), 'Fed Rate PD', 'Union Rate PD', 'Tot City Miles' (20), 'Mgr App By', and 'Mgr App Dt'. At the bottom of the pop-up are buttons: 'Create', 'Delete', 'Cancel', 'Update', 'Clear', and 'Get'. An arrow points from the 'Delete' button in the pop-up to the 'Mileage' button in the sidebar.

| Adj Date | Emn Cd | Amt | Prog | Proj Grant | Ovr |
|------------|--------|-----|------|------------|-----|
| 04/30/2010 | 901 | 100 | 9900 | | Y |

| LPN | M Date |
|---------|------------|
| 999-JJJ | 04/01/2010 |

Emplid: 014220
LPN: 999-JJJ
Mileage Date: 04/01/2010
Odometer St: 20
City Miles: 20
Appv By:
Appv Dt:
Pers Miles: 20
Union CD: 97
Fed Rate PD:
Union Rate PD:
Tot City Miles: 20
Mgr App By:
Mgr App Dt:
Buttons: Create, Delete, Cancel, Update, Clear, Get

3. Click on the entry you want to delete from the main screen. It should appear in the pop-up window.
4. Click Delete.

Reports

When employees and managers have completed and approved all auto allowance entries, reports may be run. Auto Allowance Adjustment Reports may be found by scrolling to the bottom of the drop down menu on the reports tab. All report results may be saved to Excel. Dollar adjustments done via the adjustments dollar tab to earn code 901/921 will not be reflected in these reports. For the most accurate dollar amounts, a query in financials should be run. Here is a listing of reports and a brief description of what they do:

5. Auto Allowance Overrides – This report shows all adjustment entries that have a dollar amount that have been overridden by the employee. This report shows entries that are employee and manager approved.
6. Auto Allowance LTD By Emp – This report shows lifetime-to-date (April 2010 and going forward) auto allowance submitted by one employee. This report will detail total City miles and total reimbursements, by month.
7. Auto Allowance by PP by Emp – Shows auto allowance for one pay period for one employee.
8. Auto Allowance LTD – Shows lifetime-to-date (April 2010 and going forward) auto allowance submitted for everyone in your group.
9. Auto Allowance by PP – Shows auto allowance for everyone in your group for one particular pay period.
10. Unapproved Auto Allowances – This report is for Comptroller use.
11. Unapproved Auto Allowance Adjustments – This report is for Comptroller use.
12. Auto Allowance Counts by PP – This report is for Comptroller use and shows how many lines of auto allowance will be loaded to People Soft for payroll processing.
13. Auto Allowance > \$999.9 – This shows employees that are receiving \$1,000 or more for auto allowance in any month.
14. Auto Allowance < \$75 – This shows employees that are receiving less than \$75 for monthly auto allowance. The only people that should be on this report are those that are management (as designated by union 97E, 97V, 97 or 96) and those that belong to an unsettled union group.
15. Auto Allowance more than one 901/921 by PP and Auto Allowance more than one 901/921 by Month/Year – These reports are for Comptroller's use.
16. Auto Allowance > 999.9 City Miles – Per ordinance, auto allowance submitted for 1,000 or more need to be approved by Finance and Personnel before receiving approval. If the report returns zero lines, no one submitted auto allowance for 1,000 city miles or more.
17. Auto Allowance City Miles Mileage - This shows all entries in an unapproved status. Scroll through the results to ascertain which approvals are missing.
18. Annual City Miles By Emplid - This shows how many miles an employee drove per month for the year you enter. Note: 2010 started with April. Paper copies will have to be reviewed for time prior to that.